

By posting on the website of Cabinet Secretariat

No. A-12018/4/2018-Ad. I

**GOVERNMENT OF INDIA/भारत सरकार
CABINET SECRETARIAT/मंत्रिमंडल सचिवालय
RASHTRAPATI BHAVAN/राष्ट्रपति भवन**

New Delhi, the 18th September, 2018

Subject: Framing/amendment of Recruitment Rules for the post of Data Entry Operator (DEO) Gr. 'C' in Cabinet Secretariat (Rashtrapati Bhavan) – reg.

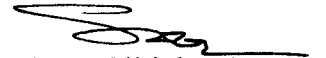
Sir/Madam,

I am directed to say that in the wake of implementation of 7th Pay Commission's recommendations and on the lines of DoP&T Model Recruitment Rules circulated on 30.05.2014, RRs for the post of **Data Entry Operator (DEO) Gr. 'C'** in Cabinet Secretariat are being framed/amended, as per guidelines circulated by DoP&T vide their O.M. No. AB.14017/48/2010-Estt. (RR) dated 31.12.2010.

2. DoP&T, vide their O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, have mentioned that before referring any proposal for framing/amendment in Recruitment Rules of any post in Ministries/Departments and their subordinate and attached office, the proposed amendments/revision in the Recruitment Rules would have to be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders. Thereafter, taking into account the comments so received, the proposal would be sent to DoP&T, UPSC and Ministry of Law for finalization of the same.

3. In view of the above, all the stakeholders are requested to visit the website of Cabinet Secretariat and send their comments on the draft RRs for the said post of DEO Gr. 'C' by post or via email at kj.sibichan@nic.in within 30 days from the date of issue of this letter.

Your faithfully ,



(K.J. Sibichan)

Under Secretary to the Government of India

Tel: 2379 3211

Fax: 2379 2281

To,

All Stakeholders.

**GOVERNMENT OF INDIA
CABINET SECRETARIAT
RASHTRAPATI BHAVAN**

NOTIFICATION

New Delhi, the

2018

G.S.R. _____ In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, in supersession of Notification issued vide G.S.R. 498 dated 31.10.1996, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the methods of recruitment to the post of Data Entry Operator Grade 'C' in the Cabinet Secretariat namely: -

1. Short title and commencement:

- (i) These rules may be called the "Cabinet Secretariat (Data Entry Operator Grade 'C') Recruitment Rules, 2018.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Initial Constitution – The incumbent of the post shown in the column 1 of the said Schedule, who is holding such post on regular or long term basis on the date of commencement of these Rules shall be deemed to have been duly appointed under the provisions of these Rules and the services rendered by him/her in the said post before the said commencement shall be taken into account for the purpose of probation, confirmation, promotion and pension.

3. Number of posts, classification and pay level in pay matrix: - The number of the said post, its classification and pay level in pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these Rules.

4. Method of recruitment, age-limit, qualification: - The method of recruitment to said post, age limit, qualifications and other matter concerned therewith shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. Disqualification: - No person,

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any other person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax: - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, and for reasons to be recorded in writing, and in consultation with Union Public Service Commission, relax any of the provisions of these Rules in respect of any class or category of persons.

7. Saving: - Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

Schedule

Name of post	Number of Post	Classification	Pay Level in Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Data Entry Operator Grade 'C'	*07 (as in 2018) *(subject to variation dependent on workload)	General central service, Group B, Non-Gazetted, Non-Ministerial	Level-6 of Pay Matrix.	Selection	Not exceeding 30 years (relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	(i) Bachelor's Degree in computer Applications/ Information Technology /Computer Science of a recognized university /institute. (ii) A speed not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer. Note 1: Qualification are relaxable at the discretion of the SSC/ Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.	Age: No Educational Qualification: No	Two years for direct recruits and two years for promotees

Method of recruitment, whether by direct recruitment or by promotion/transfer and percentage of the vacancies to be filled by various method	In case of recruitment by promotion or deputation grades form which promotion or deputation to be made	If a Departmental Promotion Committee exists for promotion/confirmation (for direct recruitment), what is its composition	Circumstance in which Union Public Service Commission is be consulted in making recruitment.
10	11	12	13
30% by promotion and 70% by direct recruitment.	<p><u>Promotion</u></p> <p>Data Entry Operator Grade B in Level-5 of Pay Matrix with six years' regular service in the grade and have successfully completed training of 04 weeks in data entry and programming.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p>	<p>Departmental Promotion Committee for considering promotion consisting of:</p> <p>(i) Joint Secretary (Admn), Cabinet Secretariat - Chairman.</p> <p>(ii) Director/ Deputy Secretary (Admin), Cabinet Secretariat - Member.</p> <p>(iii) Technical Director (NIC), Cabinet Secretariat - Member</p> <p>(iv) An SC/ST Group 'A' officer, Cabinet Secretariat - Member,</p> <p>(v) Group 'A' officer from outside Ministries/Departments - Member</p> <p>Departmental Promotion Committee for considering confirmation consisting of:</p> <p>(i) Joint Secretary (Admn), Cabinet Secretariat - Chairman.</p> <p>(ii) Director/ Deputy Secretary (Admin), Cabinet Secretariat - Member.</p> <p>(iii) Technical Director (NIC), Cabinet Secretariat - Member</p>	Not necessary

(Indrani Gupta)
Director

File No. No. A-12018/3/2018-Ad. I.

To,

The General Manager,
Government of India Press
Maya Puri, Ring Road
New Delhi.

with Hindi version.

Copy to:

1. D/o Personnel & Training (R R Cell), North Block, New Delhi.
2. Union Public Service Commission, Dholpur House, New Delhi.
3. M/o Law & Justice, Legislative Department, Shastri Bhavan, New Delhi.
4. Recruitment Rules/ Notification folder, Cabinet Secretariat.